



## **Guidelines for Operating a Catering Establishment**

Prior to beginning any catering activity, plans must be submitted to and approved by the Newton Health and Human Services Department. These plans must be specific to the catering operations. The plans must include the following:

- Establishment location
- Menu (including consumer advisory if needed)
- Area of coverage for events
- Average party size
- Area within the establishment where the food will be stored, prepared, cook, cooled and maintained
- Type of equipment used to transport food and maintain proper food temperatures
- Type of transport vehicle – Only the vehicle approved by the Newton Health and Human Services Department can be used to transport food
- Type of equipment used to serve the food at the event such as chafing dishes etc.
- A plan on temperature control to include reheating and cold storage
- A food service protocol / action plan for food service
- A plan on providing food protection from customer contamination such as the use of sneeze guards etc.

In addition, the following is required:

- Cooking and cooling temperature logs
- The Certified Food Manager must be present at the establishment during food preparation, cooking etc.
- Equipment which is rented, must be properly washed and sanitized at the establishment prior to its use at the event
- Ingredients must be made available during the event
- A person in charge who is knowledgeable and trained by the Certified Food Manager must be present at the event
- Hand washing must be accessible
- Leftovers cannot be brought back into the catering establishment